



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE
1530 GILBERT STREET SUITE 2300
NORFOLK, VIRGINIA 23511-2734

Occupation Safety and Health Policy Statement

As an activity head, I have a delegated responsibility to ensure that our workspaces are free from unsafe and dangerous conditions. I would prefer to think that in reality that as members of the staff we share an equal responsibility to take care of each other and be alert to safety failures of any description.

Because we work in an office environment, it is easy to take workplace safety for granted. That is probably the greatest danger of all.

I ask that you keep your guard up. Be aware of the conditions around you and the manner in which you get your tasks accomplished. Please bring unsafe conditions to your supervisor's attention. If your concerns are not responded to, do not hesitate to contact me directly.

A handwritten signature in blue ink, reading "Richard W. Grissom", is positioned above the printed name.

RICHARD W. GRISSOM
Director